

MICROFILM CLERK

DEFINITION: Under general supervision, performs work of average difficulty to prepare Navajo Nation documents for microfilm storage; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Prepares documents for filming by removing staples, creases, repairing torn sections and arranging sequence of material according to established filing system; films and processes film; develops copy of original film; indexes and stores original and duplicate copies; responds to requests for copies of previously microfilmed information; researches for documents/resolutions; retrieves and duplicates documents as requested; organizes and maintains files by categories; enters data into database; researches and creates files for new records.

Performs routine office clerical duties including typing, resolution preparation, answering telephone inquiries; assembling and distributing folders and information requested; indexes and files resolutions; prepares files for storage by labeling boxes with contents; transfers boxes to warehouse for storage; performs minor maintenance on equipment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of microfiche processing and storage.
Knowledge of operation and maintenance of camera equipment related to microfilm storage.
Knowledge of film shipping and storage.
Knowledge of customer service practices.
Knowledge of general office clerical practices and procedures.
Knowledge of computer hardware, software and peripherals.
Skill in preparing public documents for filming.
Skill in maintaining, filing and retrieving microfiche files and records.
Skill in utilizing photographic equipment.
Skill in utilizing customer service techniques in responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires accuracy and attention to detail with lifting and carrying of storage boxes weighing up to 40 pounds.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and one (1) year of records management, micrographic or clerical experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.